



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board
Workforce Readiness and Employment and Placement Committee
April 10th, 2008 1:00 p.m.
1016 W. 6th Ave. Suite 404
Teleconference Number: 1-800-315-6338 Code: 2942 (AWIB)
Minutes (DRAFT)**

Roll Call: x Doug Ward, Chair; x Todd Bergman; ___ Mayfield Evens; _x_Dick Cattanach; ___ Jim Laiti; x Fred Villa; ___ Stephanie Wheeler; x Dave Rees; x Betty Jo Dibble

Staff: Barbara Duval, Project Coordinator; Louise Dean, Project Coordinator; Bejean Page, Administrative Manager.

Approval of Agenda

Approval of Minutes

Dick made motion for approval and Todd seconded. Vote taken, motion passed.

Action Items

Review Adhoc Training Plan Template – version 2 (tentative):

Fred Villa looked at the training plan template that was done by the adhoc committee. It is not a very complete document; it doesn't track well and wonders of what value it will be. We need a task force to develop a template that industry can use. Doug has an example of one that he will send everyone via email, it is a writeable PDF. It has logical steps for measuring training. Dick mentioned that we need something that answers the what and why of training. We are trying to do too much with this training template document and are falling short. We need a good overview and then get specific to industries. The template should be a subset of what AWIB has. Fred said that we have worked on training plans with workforce and career tech, CTE & Engineering, teacher Ed plans. We have parallel projects. This will help give us perspective. Doug said that Karen did all the work before by herself and I think we need to have a workshop next Friday to work together on this training plan template. It was decided to have a face to face meeting Friday the 18th for the adhoc committee.

Discussion Items

The committee discussed Workkeys implementation in the State. Hal Spackman is scheduled to go to the national workkeys conference April 29th & 30th. He wants to pull together a team to go. Fred cannot go. Go to ACT.org/workkeys/conference for more information. Doug will ask David Stone if someone from the workforce readiness



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committee can go to the conference and provide feedback to the board. We need to have someone from AWIB go to the conference.

The first round of Workkeys is to iron out the bugs and see the issues. Other states are using the career cluster model. Todd indicated that only ½ of Edgumbe Juniors participated in the pilot. Most tested at a 3, 4, or 5 level. Students complained about missing class, the cumbersome scrolling required to do the reading for information on the computer, and still did not fully understand the relevance of doing the assessment (as would be expected at this stage of implementation). Memo received from Commissioner of EED which states workkeys to be implemented sometime during the school year. Look at what other states are doing to implement soft skills comparisons. Someone needs to be going to the national conference. Let's ask Marcia Olsen what other states are doing. APPIC - Career Readiness Committee - Chris Tucker, Dave Reese soft skills.

Discussion Items

1. Three Strategic Plan Priorities
 - a. Priority 1 - Work keys (soft skills, employability skills, career pathways)
 - b. Priority 2 - Where are we?
 - c. Priority 3 - Best practices
2. Health Care Industry Panel
 - a. Set up meeting for 4/14/08 at 1:00pm to discuss what this should be. (Mtg was held and decision was to table until we can get an idea of what this entails. Also need the Training Plan Template completed first.)

Adjournment - Motion by Todd Bergman to adjourn, seconded by Dick Cattanach.

Meeting adjourned at 3:08 p.m.

Next meeting is scheduled for during the AWIB full board meeting on May 21st.